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Office Memorandur. UNITED STATES GOVERNMENT

: Deputy Director of Training (General)

DATE: 21 May 1953

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 15-21 May 1953

- Project 52-37, Collection Manual. Writing continues, but again on a parttime basis in deference to Project 53-13.
- Project 52-68, Active Duty Mobilization Training of G-2 Designees With CIA. The first training program for G-2 reserve officers who were assigned to CIA for a fifteen-day tour of active duty was completed on 15 May. The four officers who participated in the program were invited by the D/TR to express their reaction to the training. They agreed unanimously that the program was worthwhile and that they had a very satisfactory tour at CIA. Memos to the DCI, the AD/OO, and the AD/ORR are being drafted informing them of the apparent success of this initial training program for G-2 reserve officers. reported on 18 May to commence a fifteen-day tour

at CIA. He will attend the Indoctrination Program and work in ONE during his tour.

Project 53-13, Glossary of Intelligence Terminology. Conferences between TD/S/TR(S) and S/PP/TR(G) are in progress, with representing the former and representing the latter. Terms are being taken 25X1 up individually and agreement is being reached on each. This process is now about two-thirds completed. Akin to the function of the glossary is a recent proposal by Chief, IT/D, of efforts to systematize Agency use of such terms as bulletin, digest, review, and summary. Counterproposals are in process of preparation.

Project 53-22, Training for Employees of IAC Agencies. The candidates for the BIC commencing 1 June from the Department of State and the Department of the Army have been cleared by the Security Control Staff to participate in the program. The appropriate project officers from the Departments of State and Army have been notified on reporting procedures for their candidates.

Project 53-25, 1954 Budget. Memorandum of record of separate meetings of DD/P (including Commo), DD/I, and DD/A TLO's, including S/PP recommendations, developed as a result of the meetings, approved by D/TR. Copies of memorandum forwarded to all Division Chiefs of TR(G) for their review and comment.

Project 53-28, Training Policies Related to the Agency Career Service Program. Paper on subject policies.

Service Board, and will be presented to the composition of the proval by CSB, S/PP will prepare a CIA Regulation setting cies and will call meetings of the DD/P, DD/I, and DD/A pose of setting forth and clarifying these new policies. Paper on subject policies approved by Executive Committee of Agency Career Service Board, and will be presented to the CSB at next meeting. After approval by CSB, S/PP will prepare a CIA Regulation setting forth these policies and will call meetings of the DD/P, DD/I, and DD/A TLO's for the pur-IN CLASS/ NEXT REV DA NO. PGS Z REV CLASS

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- 7. Project 53-29, <u>JOT Program</u>. S/PP in process of preparing a statement of the policy objectives of the JOT Program. This statement will be presented to the TLO's in order to clarify the policies and uses of the JOT Program in the Agency.
- 8. Project 53-31, Employee Suggestion #293. In answer to request for evaluation of subject suggestion, memo prepared by S/PP and for forwarded to D/TR for approval, and transmitted to Chairman, Incentive Awards Committee.
- 9. Project 53-32, OTR Regulation on Training Evaluation. S/PP comments and recommendations on proposed OTR Regulation on Training Evaluation, prepared by A&E, transmitted to D/TR for approval.
- 10. The following projects are in process:

Project 52-8, National Security Presentations.

Project 52-19, Revision of CIA Regulation

Project 52-71, Revision of CIA Regulation

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Project 53-1, CIA Regulation on Language Training.
Project 53-5, CIA Regulation on Language Training.
Project 53-6, CIA Regulation on Management Training.

Project 53-7, CIA Regulation on Junior Officer Program.

Project 53-11, CIA Regulation on Processing of Personnel into the Armed Forces.

Project 53-23, Development of New Language and Area Programs.

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